

## **LOST, STOLEN OR DAMAGED BADGES**

**1521**

(No. 34 Nov. 1994)

If a badge is lost or stolen, report the loss promptly via chain of command to Sacramento Business Services and Fire Protection Law Enforcement. Submit all necessary documentation, i.e., PL&D, police report and appropriate CDF law enforcement forms, along with a charge MRT to request a replacement badge. Upon recommendation of the region or staff chief, the employee will pay for the replacement badge if the loss results from employee negligence.

Badges needing repair may either be repaired locally or forwarded to Sacramento Business Services via written request for repair. If the badge cannot be repaired, a new badge will be issued. A charge MRT to Sacramento Business Services is required to cover the cost of a replacement badge. WHENEVER A NEW OR REPLACEMENT BADGE IS ISSUED TO AN EMPLOYEE, A NEW OR REVISED IDENTIFICATION CARD WITH CORRESPONDING BADGE NUMBER IS REQUIRED.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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